



STATE OF WASHINGTON
WASHINGTON STATE PARKS AND RECREATION COMMISSION
7150 Cleanwater Drive SW • P.O. Box 42650 • Olympia, WA 98504-2650 • (360) 902-8500
Internet Address: <http://www.parks.wa.gov> - TDD: (360) 664-3133

June 6, 2006

To: Interested Parties

Re: **Fort Worden State Park and Conference Center – Officer's Row House Refurbish Project – Request for Quotes and Qualifications**

The Washington State Parks and Recreation Commission (Commission) is soliciting a **Request for Quotes and Qualifications (RFQQ)** to refurbish fifteen units on Officer's Row at Fort Worden State Park Conference Center. The project will include new furniture, lighting fixtures, and window treatments.

Quotes and Qualification statements must be received by 3:00 PM, Friday, August 4, 2006. The RFQQ can be found on the Commission's website at:

<http://www.parks.wa.gov/contracting/>

Additional information about the project can be obtained from:

Anne Unbedacht, RFQQ Coordinator
Washington State Parks and Recreation Commission
200 Battery Way
Port Townsend, WA 98368
Phone: (360) 344-4403

Sincerely,

Jacquie James, Contracts Specialist 2
Parks Development Service Center

jtj

cc: Kate Burke, Fort Worden Park Manager
OMWBE

Anne Unbedacht, Project Representative
Finance & Contracts Program

STATE OF WASHINGTON

Washington State Parks and Recreation Commission (Commission)

Request for Quotes and Qualifications (RFQQ)

RFQQ Title:	Fort Worden State Park Conference Center- Officer's Row House Refurbish Project
RFQQ Purpose & Intent:	Washington State Parks and Recreation Commission (Commission) is soliciting a Request for Quotes and Qualifications (RFQQ) to refurbish fifteen units on Officer's Row at Fort Worden State Park Conference Center. The project will include new furniture, lighting fixtures, and window treatments. Release of this RFQQ does not obligate the State of Washington or the Commission to take any further actions.
Response Due Date:	<p>This solicitation is open from <u>June 6, 2006</u> through <u>August 4, 2006</u>.</p> <p>All responses, whether mailed or hand delivered, must be received by the Commission no later than 3:00 PM Pacific Daylight Standard Time <u>August 4, 2006</u></p> <p>Late, faxed, or electronic responses <u>will not</u> be accepted.</p>
Submit Response to:	Anne Unbedacht, RFQQ Coordinator Washington State Parks and Recreation Commission 200 Battery Way Port Townsend, WA 98368 Reference: Fort Worden-Officer's Row Refurbish Project
Vendor Eligibility:	This solicitation is open to those individuals or organizations that satisfy the qualifications stated herein.

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1 INTRODUCTION

1.1 Procurement Schedule

The schedule listed below contains estimated dates of the activities related to this Request for Quotes and Qualifications (RFQQ). In the event it is necessary to significantly revise any portion of the schedule, a written amendment will be issued to all prospective vendors who have made contact with the RFQQ Coordinator for this project.

Estimated Schedule of Events

Item	Completion Date
Advertise RFQQ to prospective vendors	June 6, 2006
Pre-Bid Walkthrough and informational meeting If needed, an alternative date will be scheduled.	June 12, 2006, 1:30pm
Vendor responses due	August 4, 2006
Announce Qualified Vendors	August 18, 2006
Vendor Presentations	September 7, 2006
Announce successful Vendor	September 22, 2006
Project work begins	October 1, 2006
Completion of project	June 30, 2007

1.2 Introduction and Project Purpose

Washington State Parks and Recreation Commission, hereafter called “AGENCY” is soliciting request for qualifications and quotes to refurbish fifteen rental housing units on Officer’s Row at Fort Worden State Park Conference Center. The project will include new furniture, lighting fixtures, and window treatments.

1.3 Project Description and Scope

The project has been split into three packages. Vendors may bid on any single package or on all packages. Details and specifications of each package are included in Appendix One - Three.

Project Packages:

1. Furniture
2. Lighting Fixtures
3. Window Treatments

1.4 Project Funding

\$300,000 has been budgeted for this project and is available immediately.

1.5 Period Performance

The period of performance of any contract resulting from this RFQQ is tentatively scheduled to begin on or about October 1, 2006 and to end on June 30, 2007. Amendments extending the period of performance, if any, shall be at the sole discretion of the AGENCY.

1.6 Minimum Qualifications

The Vendor must be licensed to do business in the State of Washington. The Vendor must have five (5) years experience in the business pertaining to the Project Package they choose to bid on.

1.7 No Obligation to Contract

This RFQQ does not obligate the State of Washington or the Agency to contract for services specified herein. The Agency reserves the right at its sole discretion to reject any and all responses received without penalty and not to issue any solicitation document or contract subsequent to this RFQQ. Release of this RFQQ does not obligate the State of Washington or the Agency to take any further actions.

2 GENERAL INFORMATION

2.1 RFQQ Coordinator

The RFQQ Coordinator is the point of contact for this procurement. All communication between the Vendor and Agency, upon receipt of this RFQQ, shall be with the RFQQ Coordinator as follows:

Anne Unbedacht, RFQQ Coordinator

Washington State Parks and Recreation
Commission

200 Battery Way

Port Townsend, WA 98368

Email: Anne.leahy@parks.wa.gov

Phone: 360.344.4403

Contact the RFQQ Coordinator if you have any questions or concerns regarding this procurement. Vendors are to rely on written statements issued exclusively by the RFQQ Coordinator. Communication directed to, or from, parties other than the RFQQ Coordinator will be considered unofficial and non-binding and will have no legal bearing on this RFQQ or subsequent actions.

2.2 Responsiveness & Responsibility

All responses will be reviewed by the RFQQ Coordinator to determine compliance with administrative requirements and instructions as specified herein. Vendors are specifically notified that failure to responsively and responsibly comply with any part of the RFQQ may result in rejection of their response. The Agency reserves the right, however, at its sole discretion to waive minor administrative irregularities.

2.3 Proprietary Information

It is a vital state interest to protect the integrity of the contracting process. As such, the Agency will not, in order to so protect, disclose any responses before a contract is signed. This will ensure fair competition without undue advantage to any vendor leading to private gain and public loss.

Any document(s) or information which the Vendor believes is exempt from public disclosure (RCW 42.17.310) shall be clearly identified in their response and placed in a separate envelope marked with RFQQ number, vendor's name, and the words "Proprietary Data" along with a statement of the basis for such claim of exemption. Marking of the entire response as "Proprietary" by the vendor is not acceptable. The state's sole responsibility shall be limited to maintaining the above data in a secure area and to notify vendors of any request(s) for disclosure within a period of five (5) years from date of award. Failure to so label such materials or failure to provide a timely response after notice of request for public disclosure has been given shall be deemed a waiver by the vendor of any claim that such materials are, in fact, so exempt. Confidentiality is available only to the limited extent allowed in state law. The Agency may choose to disclose despite information being marked as confidential. It is understood that all responses received become part of the Agency's official procurement file without obligation to the responding Vendor.

3 RESPONSE CONTENTS

Vendor responses must be submitted in accordance with Section 3.1.

The three major sections of the response are to be submitted in the order noted below:

1. Letter of Submittal
2. Required Vendor Information and References (see form in Attachment B)
3. Cost Proposal

3.1 Response Submission Format

Successful responses must contain **one (1) entire original paper version and two (2) paper copies**

Clearly mark your response: Quote shall be delivered in a sealed envelope and plainly marked in the lower left hand corner, Fort Worden- Officer's Row House Refurbish Project- RFQQ, Attention: Anne Unbedacht, RFQQ Coordinator. **All responses, whether mailed or hand delivered, must arrive at the address no later than the date and time indicated on the cover page of this RFQQ**. All responses and any accompanying documentation become the property of the Agency and will not be returned. Responses submitted late, by fax, or by other electronic means including E-mail, will not be accepted and will be considered non-responsive. **Quotes received after the deadline will be returned unopened.**

The original paper version, and all other paper copies, of the response must be on eight and one-half by eleven (8-1/2 x 11) inch paper. Incomplete responses may be considered non-responsive and may not be considered.

Note: In a joint effort to save costs, reduce waste and produce energy savings, vendors are encouraged to use double-sided printing and recyclable materials. Vendors are highly encouraged to refrain from submitting RFQQ responses in 3-ring binders or other non-recyclable presentation folders.

3.2 Letter of Submittal

A Letter of Submittal indicating acknowledgment of the RFQQ, and any amendments issued, must be signed and dated by a person authorized to legally bind the vendor to a contractual relationship, e.g., the President or Executive Director of a corporation, the managing partner if a partnership, or the proprietor if a sole proprietorship. It must not exceed 2 pages in length.

3.3 Required Vendor Information and References

Please provide the required Vendor information in the order and format provided in Attachment B. Failure to respond to each requirement may disqualify the vendor from further participation in this RFQQ.

Vendors shall include a minimum of three (3) references. References should speak to the quality of the Vendor's previous work as well as their ability and capacity to deliver similar projects on time and within budget. Vendors may also provide Internet websites that contain information regarding past or current projects that are related to this RFQQ.

The Agency reserves the right to obtain information concerning the Vendor's ability and capacity pertinent to this RFQQ from any and all sources, and to consider such information in evaluating the responses and selecting the Qualified Vendor. It is the Vendor's responsibility to alert the references provided that they have been named as potential references under this RFQQ.

3.4 Cost Proposal

Please provide a Project Package Cost Proposal for each Project Package you are bidding on. If an individual Project Package cost is dependant on the Vendor receiving the award for the entire Project, you will need to specify that in your proposal. For instance, quote a cost for an individual Project Package and then the cost if included with other Packages.

Identify all costs including delivery, set-up, etc. Contractors are required to collect and pay Washington state sales tax, if applicable.

Costs for subcontractors are to be broken out separately. Please note if any subcontractors are certified by the Office of Minority and Women's Business Enterprises.

Contractor shall pay the applicable prevailing rate of wages to all workers, laborers, or mechanics employed in the performance of any part of the Work in accordance with RCW 39.12 and the rules and regulations of the Department of Labor and Industries (L&I). Contractor shall file a Statement of Intent to Pay Prevailing Wages with L&I and the Owner and send a copy of the approved Statement of Intent to Owner. Copies of the approved Statement of Intent shall be posted on the job site with the address and telephone number of the L&I Industrial Statistician where a complaint or inquiry concerning prevailing wages may be made. Contractor shall pay current L&I fees for filing the Statement of Intent and Affidavit of Wages Paid.

SPECIAL NOTICE TO BIDDERS

- A. Sites may not be fully accessible to people with disabilities. Please contact the RFQQ Coordinator at least five (5) days prior to scheduled site tour and/or bid date if special accommodations are required for your attendance.

4 EVALUATION

4.1 Evaluation Process

Responses will be evaluated strictly in accordance with the requirements set forth in this RFQQ and any amendments that may be issued. All responses, including the Letter of Submittal and Required Vendor Information in Attachment B, will be reviewed by the RFQQ Coordinator for completeness and compliance with the administrative requirements and instructions specified in this RFQQ. Complete responses with favorable references will advance to the Vendor Presentations on September 13, 2006.

Responses that fail to provide specific information to adequately describe their response to any question contained in this RFQQ may be deemed non-responsive and may be rejected. The RFQQ Coordinator or a designated evaluation team member may contact the Vendor for clarification of any portion of the Vendor's response. Only responses meeting the requirements will advance for further evaluation.

4.2 Vendor Presentations

Vendor presentations will take place on September 13, 2006. Qualified vendors will be notified on August 18, 2006 of their presentation time.

4.3 Evaluation Team

An evaluation team consisting of representatives from Agency staff and other Agency authorized personnel will perform the evaluation of the Vendor's responses. Responses will be evaluated strictly in accordance with the requirements set forth in this RFQQ and any amendments, which are issued.

4.4 Scoring by Evaluation Team

1. (10 points) Complete Required Vendor Information
2. (30 points) References
3. (30 points) Cost Proposal
4. (30 points) Quality and appropriateness of products

4.5 Debriefing

All Qualified Vendors who submit a response, and were not selected as a Qualified Vendor, will be given the opportunity for a debriefing conference if requested. The request for a debriefing conference must be made in writing, including email, and received by the RFQQ Coordinator within five (10) business days after notification of the QC's. Debriefing requests must be made to the RFQQ Coordinator. Debriefing requests made to any party other than the RFQQ Coordinator shall not be considered. A debriefing will be scheduled within ten (10) business days of the request. If additional time is required, the requesting party will be notified of the delay.

Discussion will be limited to a critique of the requesting vendor's response. Comparisons between responses or evaluations of other responses will not be allowed. Debriefing conferences may be conducted in person or by telephone, and will be scheduled for a maximum of one (1) hour.

4.6 Appeal Process

If prospective Vendors have any questions about the Qualified Vendor selection process at anytime, they are encouraged to contact the RFQQ Coordinator. At this RFQQ stage, decisions by the Agency will be final with no appeal process provided.

5 ATTACHMENTS

Attachment A: Checklist for Contents And Responsiveness

This checklist is provided as a convenience for your response preparation. This form will also be used to screen each response for initial responsiveness. If you have any questions concerning these requirements please contact the RFQQ Coordinator.

_____ **One (1) complete original response and two (2) paper copies.** The required documents were submitted to the appropriate location on time per the RFQQ schedule. (reference Section 3.1)

_____ **Letter of Submittal** has been **signed** by an individual authorized to legally bind your company and the original signature copy has been submitted.

_____ All **Required Vendor Information** (Attachment B) has been included in vendor's response.

_____ **Project Package Cost Proposals**

Attachment B: Required Vendor Information

(1) Vendor Identifying Information

(a) Vendor Name and Address

Provide Vendors name, address, principal place of business, and telephone number.

Name: _____

Address: _____

City, State, Zip: _____

Phone: _____

()

Company Internet Website: _____

(d) Location Address (if different from above (1)(a))

Address: _____

City, State, Zip: _____

(d) Principal Officer

Name, address and business telephone number of the principal officer (e.g.: President, Vice President, Treasurer, Board Chairperson) of the vendor organization.

Name & Title: _____

Address: _____

City, State, Zip: _____

Email: _____

Phone: _____

()

(d) Organization and Year

Legal status and business structure (corporation, partnership, sole proprietorship, etc.) of the vendor and the year entity was established.

Status: _____

Year Established: _____

(e) Employer Identification

Employer identification numbers. Sole proprietorships and individuals may provide their Social Security number in lieu of a Federal Tax Identification Number.

Federal Tax Identification No. (T.I.N.) _____

WA Uniform Business Identifier _____

(f) RFQQ Contact

Contact information for Vendor's RFQQ Contact.

Name & Title: _____

Address: _____

City, State, Zip _____

E-Mail: _____

Phone: _____

()

Fax: _____

()

(2) **Additional Mandatory Information**

(a) **Contract Performance**

Indicate if the Vendor has had a contract terminated for default in the last three- (3) years. Termination for default is defined as notice to stop performance which was delivered to the Vendor due to the Vendor's non-performance or poor performance and the issue of performance was either (a) not litigated due to inaction on the part of the Vendor, or (b) litigated and determined that the Vendor was in default. If no such terminations exist, the Vendor is to so declare.

Note: If the Vendor has had a contract terminated for default in this period, the Vendor shall submit full details including the other party's name, address, and phone number. The Agency will evaluate the facts and may, at its sole discretion, reject the response on the grounds of past experience.

Termination: _____

Reason: _____

(b) **Vendor's Employee Relationship to State**

If the vendor or any party named above was, or is, an employee of the State during the past 24 months, the following information is required: 1) name; 2) agency employed by; 3) title; 4) and separation date.

If, following a review of this information, it is determined by the Agency that a conflict of interest exists, the vendor may be disqualified from further consideration for the award of this contract. If no such relationship exists, the vendor is to so declare.

Company: _____

Agency: _____

Title: _____

Separation Date: _____

(c) **Persons Employed Both by State and Vendor**

Vendors employing or having on their governing board as of the date of their response, State employees, or former State employees shall identify such persons and their position and responsibilities within the vendor's organization. If, following a review of this information, it is determined by the Agency that a conflict of interest exists, the vendor may be disqualified from further consideration for the award of ensuing contracts. If no such relationship exists, the vendor is to so declare.

Name & Title: _____

Agency: _____

Responsibilities: _____

Current or Former Employee? _____

If former, provide separation date _____

(d) **Subcontracts or Partnerships**

If the responding vendor is using the capabilities of any subcontractor(s) or partner(s), that are not a part of the vendor's company/business, in responding to this RFQQ, then these entities must be identified below. If no such relationship exists at the time the response is submitted, then use of any subcontractors requires prior written consent of the Agency.

Name: _____

Address: _____

City, State, Zip: _____

Phone: _____

()

**General Description of
Responsibilities and/or**

Categories of Expertise: _____

References:

Name:

Address:

City, State, Zip:

Phone:

()

**General Description
of work done and
when.**

Name:

Address:

City, State, Zip:

Phone:

()

**General Description
of work done and
when.**

Name:

Address:

City, State, Zip:

Phone:

()

**General Description
of work done and
when.**

Name:

Address:

City, State, Zip:

Phone:

()

**General Description
of work done and
when.**

6 APPENDIX

Appendix 1-Furniture Package

The descriptions below are brief as we are open to our vendor's professional ideas. Pictures of some of our current furniture are attached for your reference. All furniture needs to be durable, family friendly, stain resistant and easy to clean but still complement the historic ambiance of the houses.

Other specifications and information:

- Please include what warranties are available.
- We require an eight year life for mattresses, ten years for upholstered furniture, and fifteen years for all other furniture. Average occupancy for these units in 2005 was 62.4%.
- Due to the occupancy of the units, we will not be able to take delivery of all items at one time. We would most likely be able to take delivery of 2-3 units at a time. Please consider this when quoting any delivery charges or installation charges.

**The State of Washington has a mandatory purchasing contract for mattresses. The State contracted vendors will be allowed to meet or beat any mattress proposals.

A floor plan of House 7E is attached as reference. All floor plans are available by request and will be available at the informational meeting.

Room	Item	Description	Quantity
Foyer	Table	Table or desk for foyer	11
	Chair	To match above	11
	Mirror	To match above	11
Dining Room	Dining Chairs	To match our dining tables that will be refinished. Tables hold 8-10 chairs each.	122

Living Room	Sofa	One sofa per living room.	15
	Chair	Two Side chairs per room to match/compliment sofa	30
	End Table	Two per room	30
	Coffee Table	One per room	15
Kitchen	Table	Small round table to fit three chairs each	15
	Chairs	Chairs for above	45
Bedrooms	Headboard	Queen	55
	Mattress Set	Queen**	55
	Pedestal Frame	Queen	55
	Headboard	Twin	14
	Mattress Set	Twin**	14
	Pedestal Frame	Twin	14
	Nightstand	No more than 24" wide, preferably smaller	106
	Dresser	Tall style, chest of drawers, approx 35" wide	59
	Mirror	Hung above, or attached to dresser	59
	Desk	Approx 42" wide	59
	Chair	For desk	59
	Mirror	For above bedroom fireplaces, or small rooms without dressers	14
	Armoire	For clothes hanging in rooms without closets.	6

(Quantities are subject to change)



Living Room



Dining Room



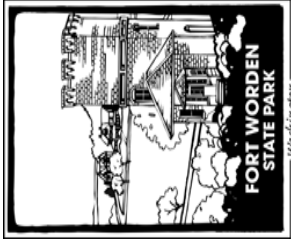
Kitchen



Foyer

Bedroom

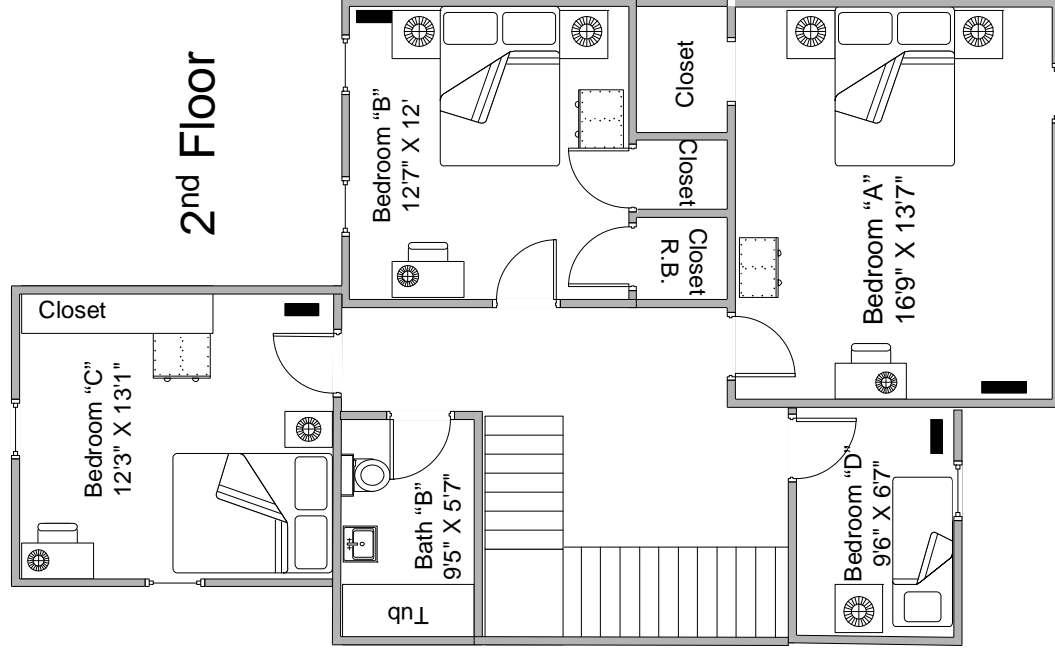
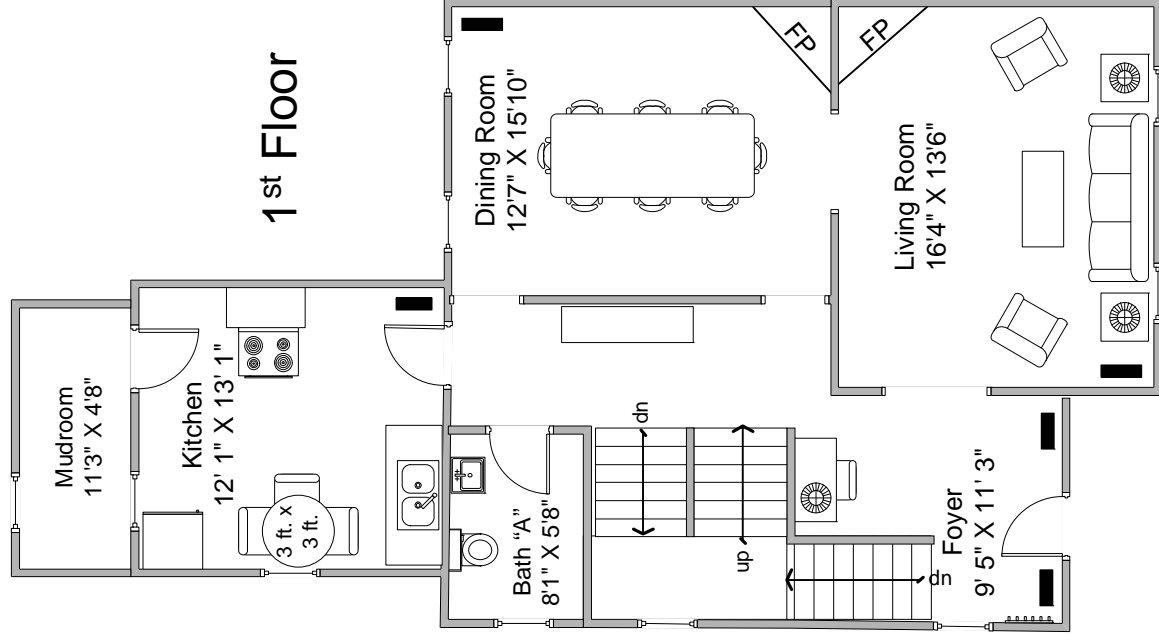




Fort Worden State Park

7E

4 Bedrooms



Appendix 2-Lighting Package

Pictures of some of our newer fixtures are attached as a reference. All fixtures need to be durable(fifteen year life) and family friendly, but still complement the historic ambiance of the houses. The fixtures need to be energy efficient and utilize bulbs that are cost effective to replace. Replacement globes need to be readily available to replace breakage.

Room	Item	Description	Quantity
Foyer	Chandelier		15
	Lamp	For desk/table	11
Front Porch	Ceiling Fixture		15
Dining Room	Chandelier		15
Living Room	Lamp	For end tables	30
	Ceiling Fixture		15
	Floor Lamp		15
Kitchen	Ceiling Fixture		23
	Over-sink Fixture		12
Bathroom	Ceiling Fixture		34
	Over-sink Fixture		35
Bedroom/Hallways	Ceiling Fixture		122
Bedroom	Nightstand Lamp		104
	Desk Lamp		59

(Quantities are subject to change)



Appendix 3-Window Treatment Package

Pictures of our current window treatments are attached for your reference and as you can see they are very outdated. We are open to style suggestions as to what would fit into the historic nature of the houses. All window treatments must be wrinkle free, stain resistant, easy to clean, and reinstall. Please provide detailed information on cleaning instructions. Please keep in mind these are measurements we took and should not be considered accurate for actual ordering.

Room	Item	Description	Quantity
Living/Dining		39 X 69	13
		33 X 65	32
		43 X 65	8
		51 X 69	4
Various Rooms	Shears	39 X 69	9
And halls		36 X 36	6
		33 X 53	10
		34 X 15	4
		24 X 36	11
		33 X 60	9
		32 X 42	8
		32 X 51	4
		27 X 57	4
		43 X 65	4
		43 X 20	2
Kitchen	Shears?	39 X 55	6
		39 X 69	3
		25 X 43	2
		33 X 58	16
		33 X 53	4
Bathroom	Shears	Bathrooms have frosted windows	
		39 X 69	2
		39 X 65	11
		39 X 33	2
		28 X 54	3
		28 X 60	2
		28 X 24	1
		33 X 53	4
		33 X 41	4

Bedrooms		Room darkening drapes, blinds, rollers	
		39 X 69	5
		39 X 65	30
		33 X 53	26
		33 X 60	25
		43 X 60	10
		51 X 65	5
		24 X 48	3



Bedroom



Front Door



Living Room